



*Parks, Recreation and
Neighborhood Services*

Youth Leadership Development Initiative Request for Proposals

Issue date: March 22, 2002

Technical assistance workshop date: April 5, 2002, 3:00 – 5:00 p.m.

Application due date: April 19, 2002

For more information, please contact:

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Background

The City of San José will be accepting Request For Proposal (RFP) applications for its 2002-2003 Youth Leadership Development Initiative. This is one of four pilot programs initiated out of the new Youth Services Master Plan, *Blueprint for Bridging the Digital Divide*, which outlines a broad continuum of individual, family and community service strategies for developing San José youth from “cradle to career.”

The Youth Leadership Development Initiative is designed to support the *Blueprint* strategic goal of providing San José youth with “access to a range of leadership and support services.” The *Blueprint* strategic goals are founded on a developmental asset model of youth services. This model acknowledges that all youth progress through critical developmental transitions and that optimum healthy development is best achieved by promoting assets, or strengths in youth, families, communities and schools.

This Initiative will be guided by the vision and activities of the San José Youth Commission. The Commission is the official youth advisory group to the City Council and the Department of Parks, Recreation and Neighborhood Services. The Commission allows young people to become involved in the decision making process of the City, educates the community on youth issues, and helps to develop new programs and services to satisfy the needs of San José youth. The Commission consists of 11 representatives, one from each of the ten councils and one Citywide Commissioner.

Goal and Objectives of the Grant

The goal of this Initiative is to provide young people with opportunities to practice and develop their problem-solving, consensus building, social and communication skills through participation in community organizing and planning.

The Youth Leadership Development Initiative has two objectives:

- 1) Develop the leadership capacity of the San José Youth Commission; and
- 2) Collaborate with the San José Youth Commission in building the leadership capacity of San José youth by way of community events.

Funded Activities

The organization funded through the Youth Leadership Development Initiative will be responsible for working closely with the San José Youth Commission to carry out the following activities:

- 1) Facilitate the efforts of the San José Youth Commission to plan, organize, monitor and recruit youth to participate in Youth Advisory Councils, consisting of youth in each council district. The role of the Youth Advisory Councils will be to provide input to the City Council on youth issues, and participate in related activities in their respective districts, such as taking part in the Strong Neighborhood Initiative Advisory Councils.
- 2) Assist the Commissioners in planning, coordinating and implementing cross-cultural appreciation, education and anti-violence activities and events for San José youth in every council district.
- 3) Assist the Commissioners in planning and organizing youth leadership recognition activities and skill building events for youth participating in the above-mentioned activities, culminating in an annual event.
- 4) Develop the capacity of the Commissioners to plan and carry out fundraising activities and establish a bank account through which the Youth Commission's leadership activities may be sustained in the future.

Applicant Qualifications

The ideal applicant will possess the following characteristics:

- 1) A proven track record of providing leadership development services to San José youth.
- 2) The capacity and experience to organize and coordinate large-scale Citywide events.
- 3) A demonstrated commitment to involving and motivating youth to plan and implement community services.
- 4) A working knowledge of the developmental asset model and how this model would be used to implement youth leadership development services.
- 5) An evaluation system that measures the degree to which services increase the leadership skills of San José Youth Commission and youth.

Application Guidelines

Who can Apply: Any non-profit organization with a 501(c)3 tax-exempt status that addresses the goal and objectives of the Youth Leadership Development Initiative is eligible to apply for the grant.

Grant Duration: The Youth Leadership Development Initiative is a 12-month grant for services from September 1, 2002 through August 31, 2003.

Grant Amount: The Youth Leadership Development Initiative will award a grant of up to \$90,000 to one non-profit organization.

Geographic Focus: Citywide.

Application Process and Timelines

ACTIVITY	DESCRIPTION	DATE
Application Procedures	Applications are currently available and can be picked up at the front desk of City of San José – Parks, Recreation and Neighborhood Services, 4 N. Second Street, Suite 600, San José, CA 95113. Applications can also be downloaded from the internet at: http://www.ci.san-José.ca.us/prns/grants.htm .	March 22, 2002
Technical Assistance Workshop	Workshop designed to provide assistance to applicants in completing the application. <i>Location:</i> City of San José – Parks, Recreation and Neighborhood Services, 4 N. Second Street, Suite 600, Large Conference Rm. San Jose, CA	April 5, 2002 3:00 – 5:00 p.m.
Application due to PRNS	Completed hardcopy applications must be received at the front desk of City of San José – Parks, Recreation and Neighborhood Services, 4 N. Second Street, Suite 600, San Jose, CA 95113. Applicants must submit two copies of the application. Late or incomplete applications will be automatically disqualified.	April 19, 2002 by 3:00 p.m.

Application Review	A review panel composed of Parks, Recreation and Neighborhood Services staff, members of the Youth Commission and non-City service providers will review all applications and make funding decisions.	Early May 2002
Notification Letters	Notification letters to applicants will be mailed out soon after funding decisions have been made.	End of May 2002

Please call Kathy Lemon if you have any questions regarding the application at 408-501-0983 or email kathy.lemon@ci.sj.ca.us. An executive summary of the *Blueprint* is available at: http://www.ci.san-jose.ca.us/prns/doc/Blueprint_Executive_Sum.pdf

Proposal Evaluation Procedure and Criteria

The evaluation panel will consist of City technical and management personnel and others designated by the City. This panel will evaluate the proposals based on criteria listed below:

- 1) Quality of the proposal
- 2) Cost to the City
- 3) Capability and expertise of the contractor
- 4) Adherence to applicable Council policies

Applicants may be interviewed regarding specific areas of their proposals, as part of the evaluation process.

Non-Discrimination/Preferential Treatment

The successful applicant shall not discriminate against or grant preferential treatment to any subconsultant on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity or national origin in the performance of City of San José contracts. Any applicant who so discriminates or gives preferences shall be deemed not to be a responsible applicant.

Consequence of Submission of Proposal

- A. The RFP does not commit the City to pay any costs incurred in the submission of a proposal or in making any necessary studies or designs for the preparation thereof, nor the purchase or contract for the services.
- B. After acceptance of the successful proposal by the City, the City and the successful applicant shall be obligated to enter into an agreement consistent with the proposal submitted.

- C. Should the successful applicant fail to execute the agreement, the City shall have the right to seek legal remedies against the applicant, including damages and shall have the right to award to the next responsive applicant.
- D. Statistical information contained in this RFP is for informational purposes only. The City shall not be responsible for the complete accuracy of said data.

Acceptance or Rejection of Proposal

The grant shall be awarded to the applicant whose proposal most closely satisfies the needs of the City and is deemed to be most advantageous to the City. The City reserves the right to accept or reject any item or group(s) of items of a proposal. The City also reserves the right to waive any minor informality or irregularity in any proposal. Additionally, the City may, for any reason, decide not to award a grant as a result of this RFP.

Local Business Enterprise

It is the policy of the City of San José to encourage business activity in San José.

On August 3, 1993, the City adopted Resolution 64808, which established a Local Preference Policy for the procurement of supplies, materials, equipment, general services and professional services.

Evidence of a legitimate business presence in San José shall include:

- a. Having a current San José business license; and
- b. Having either of the following types of offices operating legally within the City of San José:
 - i. the contractor's principal business office; or
 - ii. the contractor's regional, branch or satellite office with at least one full time employee located in San José.

In determining the most advantageous proposal, consideration of performance and budget shall take precedence over status as a Local Business Enterprise. See Question 16 of Application for claiming status as a San José based vendor.

If you fail to submit the proper information with your proposal you will be denied consideration for local preference. The information cannot be submitted later.

Public Record: Proposals Become Property of City

Responses to this RFP become the exclusive property of the City. At such time as the Department recommends an applicant to the City Council (or City Manager), whichever occurs first, all proposals received in response to this RFP become a matter of public

record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the applicant as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary.” The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as “Confidential,” “Trade Secret,” or “Proprietary” or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary,” shall be regarded as nonresponsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information, which an applicant submits, is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City will provide the applicant who submitted the information with reasonable notice to allow the applicant to seek protection from disclosure by a court of competent jurisdiction.

Youth Leadership Development Initiative Application

EXECUTIVE SUMMARY

Instructions:

Complete and sign the following one-page Executive Summary and attach to the front of the completed application questions. You may reproduce this form on your computer provided you limit your answers to the space provided. Please single-space all responses and use 12-point font.

Name of organization applying for funds:

Address of organization:

Contact person:

Email address of contact person:

Telephone number:

Fax number:

Website (if applicable):

Please briefly describe your organization and how your organization will meet the goal and objectives of the Initiative. *Limit response to this page.*

Executive Director:

Name

Signature

Youth Leadership Development Initiative Application

PROJECT QUESTIONS

Instructions:

Please answer all of the following questions on a separate sheet of paper. Please single-space all responses and adhere to the page limits for each question. Please include the name of your organization on the top right corner of each page. Please type the question you are answering before each response. Please use 12-point font size.

- 1) Describe your organization's mission and strategic goals, and provide a brief organizational history. *Limit responses to no more than ½ page.*
- 2) What is your understanding of the developmental asset model of youth services? What does it mean to move youth from "cradle to career?" *Limit responses to no more than ½ page.*
- 3) Please describe the leadership development needs of San José youth. *Limit responses to no more than ½ page.*
- 4) What do you consider to be the essential components of a youth leadership development program? What types of activities, events and services increase the leadership capacity of youth? *Limit responses to no more than 1 page.*
- 5) Describe your experiences providing leadership development services to youth. *Limit responses to no more than 1 page.*
- 6) What are the challenges you have encountered while providing leadership development services to youth? How have you overcome these challenges? *Limit responses to no more than 1 page.*
- 7) Describe your experiences planning and implementing large-scale community events. *Limit responses to no more than 1 page.*
- 8) Describe your experiences partnering with government and non-government community partners. *Limit responses to no more than ½ page.*
- 9) Describe your experiences implementing cross-cultural and anti-violence activities and services for youth. What do you consider to be the meaning and purpose of cross-cultural and anti-violence activities for youth? *Limit responses to no more than 1 page.*
- 10) Describe your experiences collaborating with youth to plan, coordinate and implement activities, services and events. What are the challenges you have encountered in collaborating with youth to plan and implement youth services?

How have you overcome these challenges? *Limit responses to no more than 1 page.*

- 11) How will you approach the task of collaborating with the 11 diverse young people who comprise the Youth Commission? *Limit responses to no more than 1 page.*
- 12) Please provide a plan for how you would approach working with the Youth Commission to implement Youth Advisory Councils. Please describe the different phases of your plan and discuss the Youth Commission's role in this plan. *Limit responses to no more than 1 page.*
- 13) Describe your performance measures for each of the four funded activities listed on pages 2 and 3 of the RFP. How will you evaluate the degree to which these activities have been fulfilled? How will you measure the impact of these activities on the leadership capacity of the San José Youth Commission, as well as San José youth? *Limit responses to no more than 1 page.*
- 14) How will you assist the Youth Commission in maintaining its leadership capacity and activities after the 12-month grant cycle is completed? What type of sustainable leadership development infrastructure will you leave the Youth Commission? *Limit responses to no more than 1 page.*
- 15) Please provide an overall project budget, including your agency's matching funds or revenue from other sources that will be used to implement the Youth Leadership Development Initiative. Please specify the names of the matching fund sources. *Limit to no more than 1 page.*
- 16) Do you wish to claim status as a San José based vendor? YES () NO ()

If yes, please provide written evidence of a principal business office or branch or satellite office with at least one full time employee located in San José with your submittal.

If you fail to submit the proper information with you proposal, you will be denied consideration for local preference. The information cannot be submitted later.